



**Sur University College
Learning Resources Center
Borrowing policy**

Article 1: Policy Statement / Purpose

The purpose of this policy is to provide information about the rules and regulations relating to the borrowing of the Learning Resources Centre materials by its members.

Article 2: Objectives

The objectives of this policy are to determine the rules and regulations which help LRC users to more efficiently meet their information needs regarding teaching, learning and research in order to:

- (i). protect Library collections
- (ii). facilitate requests for materials;
- (iii). maximize use of collections and services;

Article 3: Scope

This policy applies to all current students of Sur University College. The procedures included should be followed by LRC staff, and monitored by the Assistant Dean of Research & Academic Affairs and DLRC.

Article 4: Definitions

Loan: borrowing a library material for use outside of the library building.

User: Current SUC faculties, students and staff (whether on a permanent, temporary, contract); and other authorized users such as: prospective students and staff; SUC alumni; the community; visitors, the University's partners, and other stakeholders.

Borrower: A person who checks out books and other materials from a library

Check out: the circulation status of an item that has been charged to a borrower account and is not due back in the library until the end of the loan period.

DLRC: The Departments' Learning Resources Committee which includes the LRC director, LRC manager and one representative from each Learning Resources Committee from each department.

Article 5: Procedures



A. Terms of Loan of LRC materials

- (i). The user of the Learning Resources Center must have a validated SUC ID to check out reserves and books.
- (ii). The number of items which can be borrowed at one time is limited to two items and for two weeks period and it can be renewed for another one more week on request.
- (iii). The number of items which can be borrowed at one time is limited to:

Users categories	No. of books	Loan period
Students	4	2 weeks
Faculties	5	2 weeks for regular circulation
	5	One academic semester for semester circulation
Staff	4	2 weeks

- (i). The borrowed materials can be renewed for another one more week on request.
- (ii). Students must return all borrowed items by the official last day of the semester, otherwise college can withhold their degree certificate and marks forms until all borrowed items and any debts have been cleared.
- (iii). Reference materials cannot be used outside of the Learning Resources Centre.
- (iv). The LRC director reserves the right to temporarily cease loan of particular items for specific needs and occasions or for exceptional circumstances.
- (v). Student’s transcripts, faculties and staff resignation are placed on “hold” until solving the library obligations.

B. Renewals

- (i). Borrowed Items can be renewed for one more week on request, unless it has been requested by another user.

C. Lost and/or Damaged materials

- (ii). In case of lost or damaged items, LRC users must pay the replacement cost of the items issued to them that is lost or damaged while it is in their possession.



This replacement cost is equal to triple of the price of the original cost of each item.

D. Fines

- (i). Fines apply such as 100 Baisa for each day for overdue materials.
- (ii). Learning Resources Centre users must pay the replacement cost of any item issued to them that is lost or damaged while it is in their possession. This replacement costs equal to the triple of the price of the original cost of each item
- (iii). Unauthorized removal of a Learning Resources Centre item or print out of resources without proper instructions shall be regarded as a serious breach of these regulations and the user may be dealt with under college disciplinary procedures, however the head of the Learning Resources Center shall have the power to impose fine of 10 O.R. up to 50 O.R. depending on the actual price of the item.

Article 6: Responsibilities

A. Responsibilities of LRC staff

- (i). The LRC Director and manager will monitor the implementation of this policy and report on any strategic implications of this policy to the assistant dean for research and academic affairs.
- (ii). The policy should be reviewed regularly or sooner if there is any need, based on evolving issues, college considerations, or regulatory requirements.
- (iii). LRC Services staffs have the responsibility of implementing this policy.

B. Responsibilities of LRC borrowers

- (i). LRC Users are responsible for all books and Learning Resources Centre materials borrowed in their name. Their responsibility is not transferable and ends only when the appropriate return procedures have been completed.
- (ii). The SUC college email account is the main channel for communication concerning library borrowing. It is the responsibility of the user to monitor this account.
- (iii). LRC users should check their accounts on the online catalog web page to see when your loans are due.
- (iv). The LRC should be notified immediately of the loss of a user Library Card.



C. Complaints (Appeal)

- (i). Any complaint will be dealt with by the LRC manager.
- (ii). If the complaints cannot be resolved at this level, it will be referred to the LRC director.
- (iii). If the problem cannot be resolved, the user may have to write to the assistant dean for academic affairs.